Procedures for installing Avaya VPN client 10.06.022 & 10.06.200

1. Uninstall the previous VPN client from your machine if one is already installed.

    a. Windows XP

        i. Click Start

        ii. Click control panel

        iii. Select Add/Remove Programs

        iv. Select Nortel VPN Client from list of programs(highlight)

        v. Click the uninstall/remove.

    b. Windows 7

        i. Click Start

        ii. Click Control Panel

        iii. Click Programs and Features

        iv. Select Nortel Client from the list of programs (highlight)

        v. Click the uninstall button above the program list.

2. Install the new VPN Client on your machine

    a. Go to the VPN Downloads website at:
       http://www.ct.gov/best/cwp/view.asp?a=2516&q=320888

    b. Under Download VPN Client Software go to "ONLY USE FOR TESTING OF THE NEW VPN CLIENT:" click the appropriate link for your system type (32-bit or 64-bit)
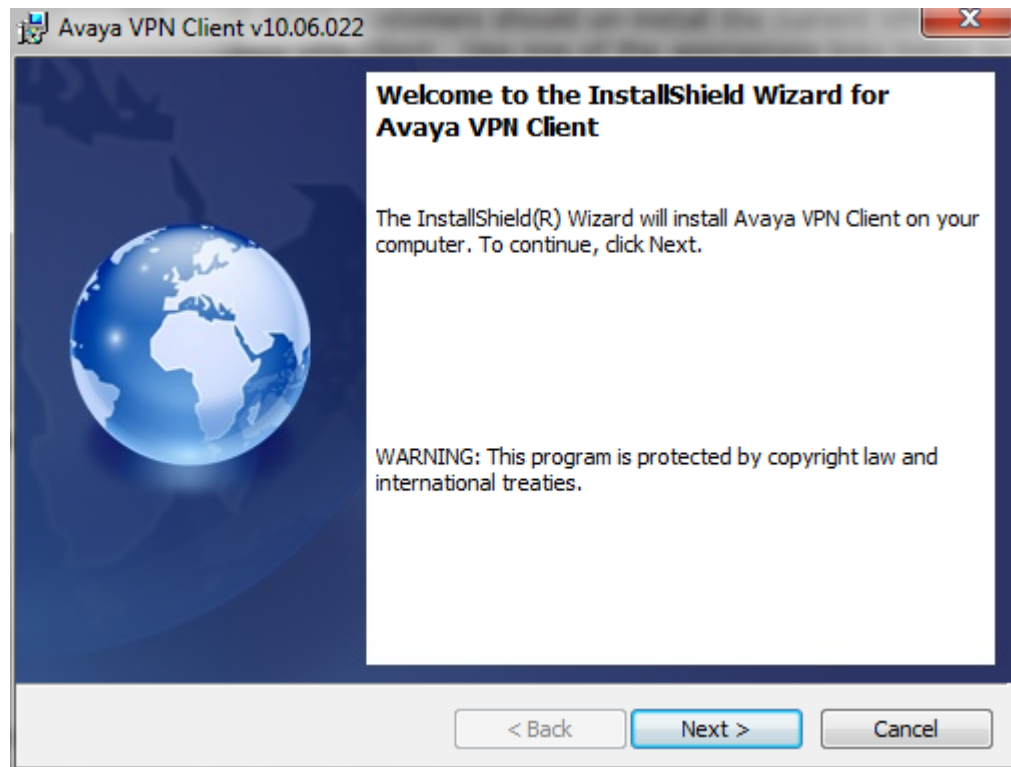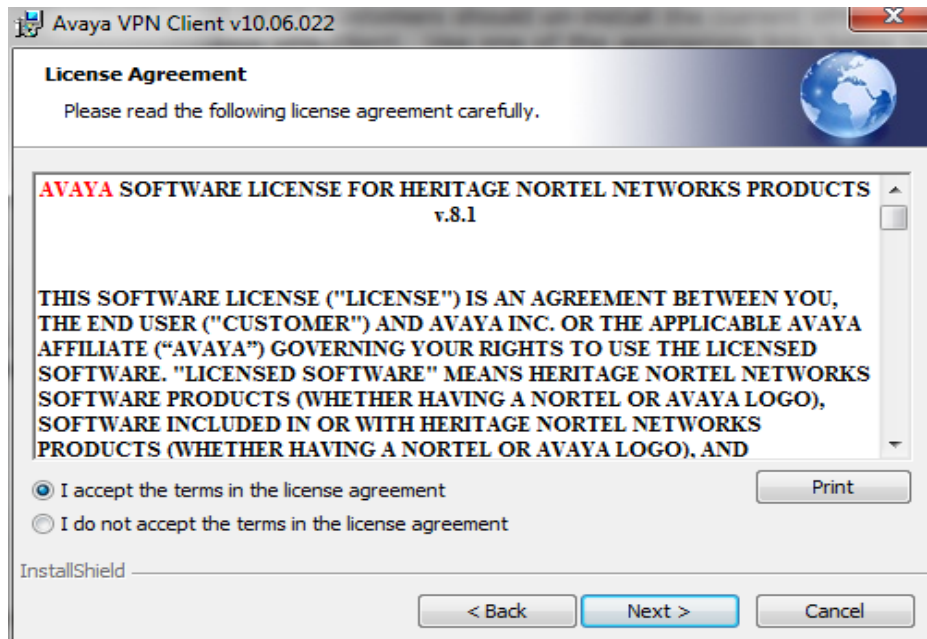
c. Click Run
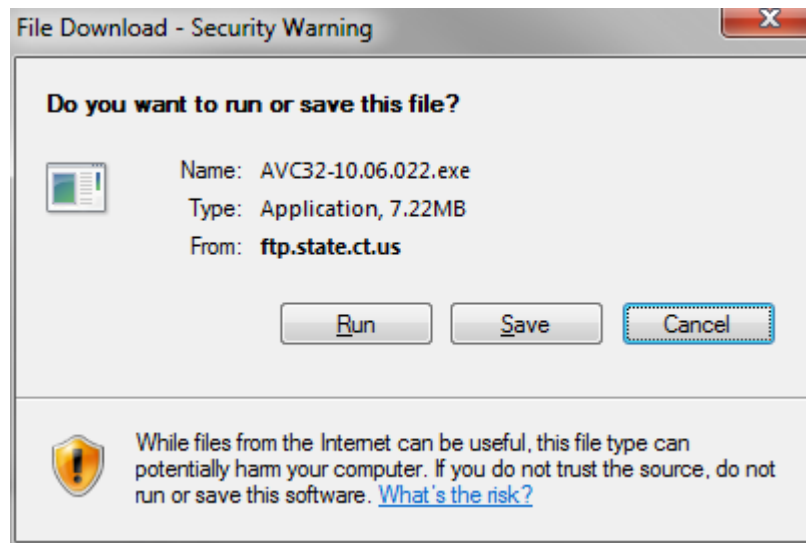
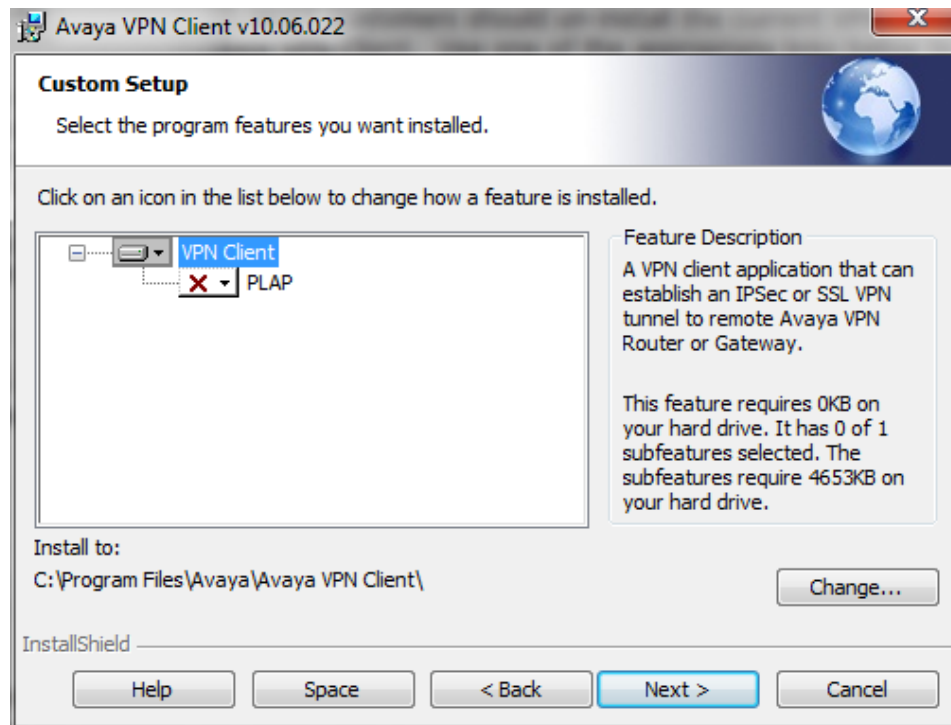d. Wait for the file to download from the ftp site.
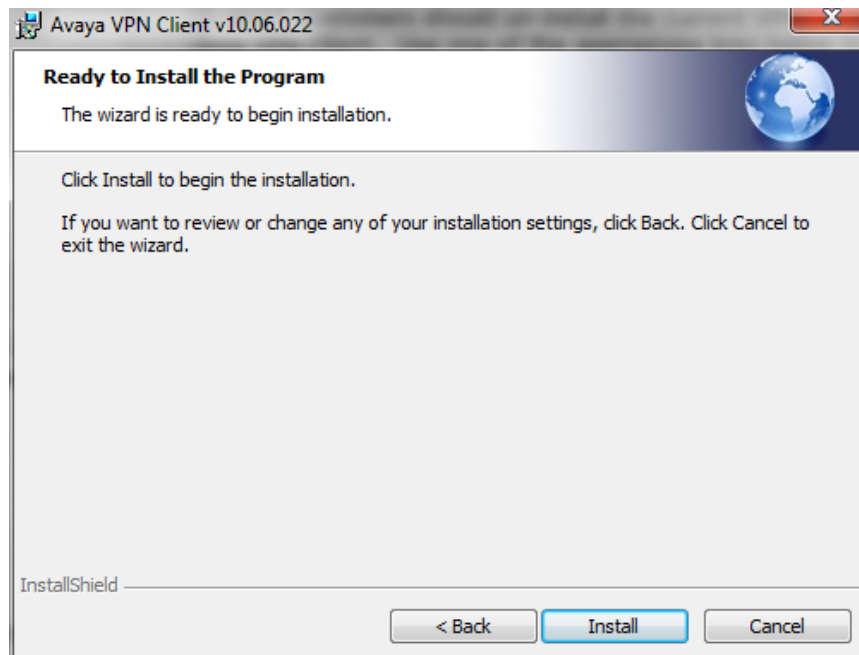
e. Click run
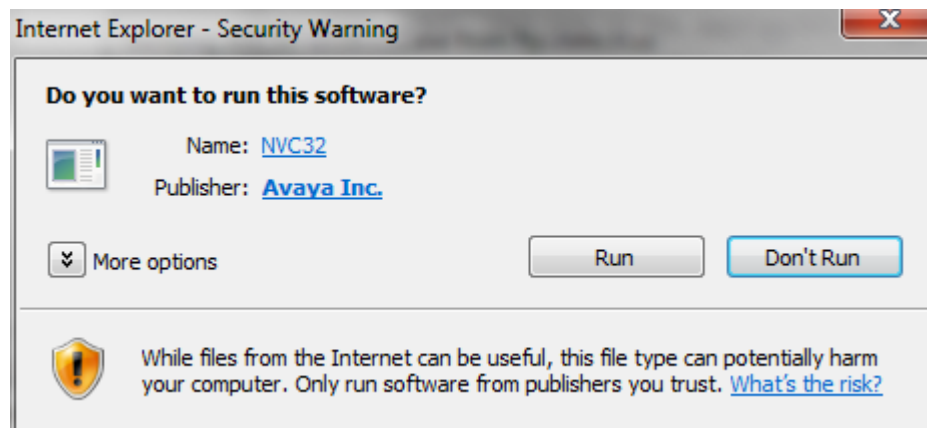
f. Click Next

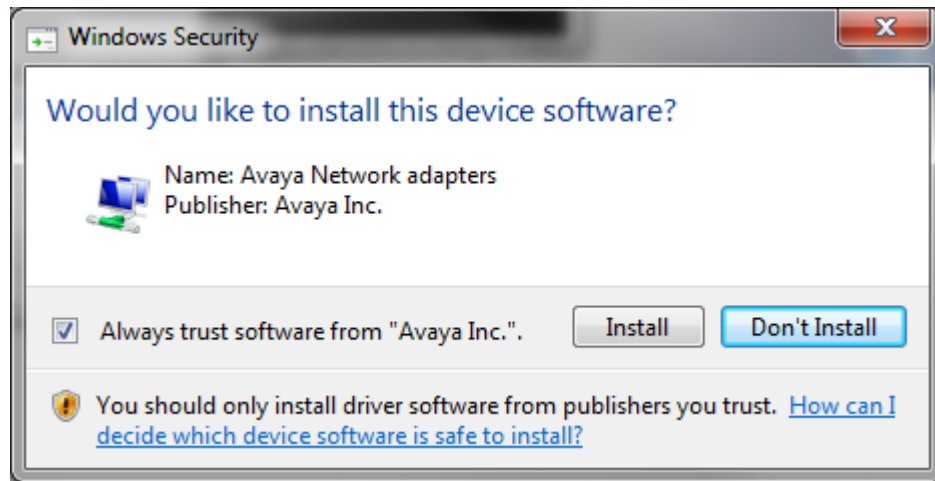g. At License Agreement select "I accept the terms in the license agreement" after you read it. Click next

h. Click next

i. Click install

j. Windows Security window - Would you like to install this device software?" select check box for "Always trust software from "Avaya Inc."." then click install

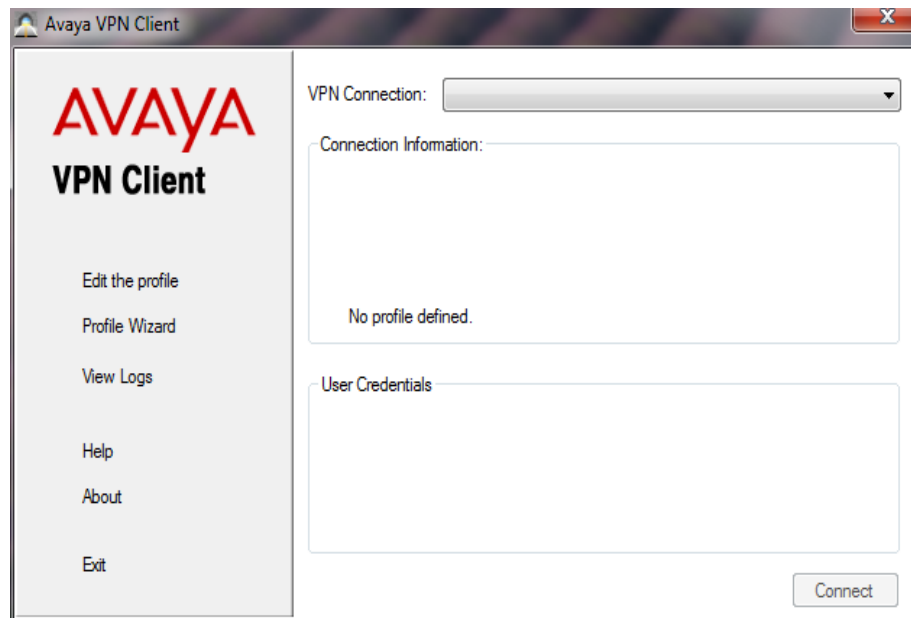k. The InstallShield Wizard Completed window will appear - click Finish

3. Launch the New VPN Client

   a. Go to your desktop

   b. Find the Avaya icon – double click on icon

   c. The Avaya VPN Client window will come up - click "Edit the profile" link on the left hand side of the window

d. A new window will come up to "Manage Profiles" - click the New button

i. Look at the instruction sheet that you were provided with your key FOB to start filling fields in the window.

ii. Enter Profile Name: (You create your own profile name, select something that is easy for you to remember. (eg. Your name or name/VPN or My VPN Connection)

iii. Enter Destination: 159.247.3.231
Note: This IP Address will always be the same.

iv. Select Group Security Radial button

v. To the right of Group Security select "Response Only Hardware Token" in the drop down box.

vi. Enter Username that was provided to you in the instruction sheet

vii. Enter Group ID provided on instruction sheet

viii. Enter Group Password provided on instruction sheet

ix. Click save

x. Window will reappear with everything grayed out at the bottom and the new profile you just created listed at the top of the window. - Click Close
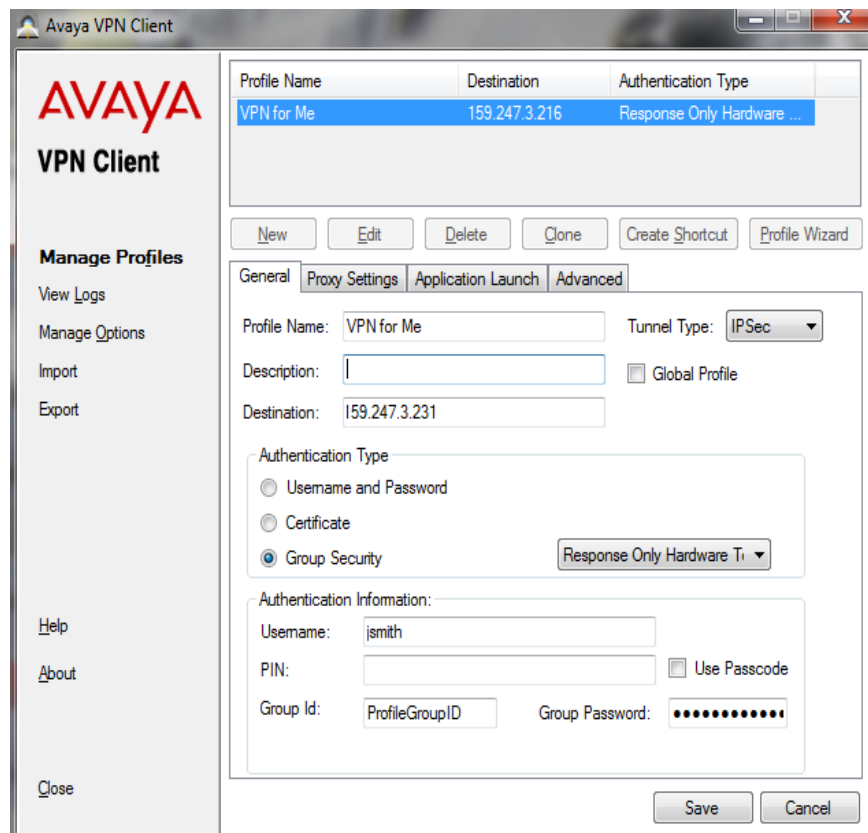
e. Open the New VPN client

    i. First time VPN users must now create a PIN to be used with your RSA SecurID key

        a. Things to know about your RSA SecurID Key FOB:

        b. Six (6) digit code displayed in the window changes every 60 seconds.
        c. On the left side of the display there are a series of hash marks. Each Hash mark represents 10 seconds. When a number refreshes you will have six (6) hash marks.
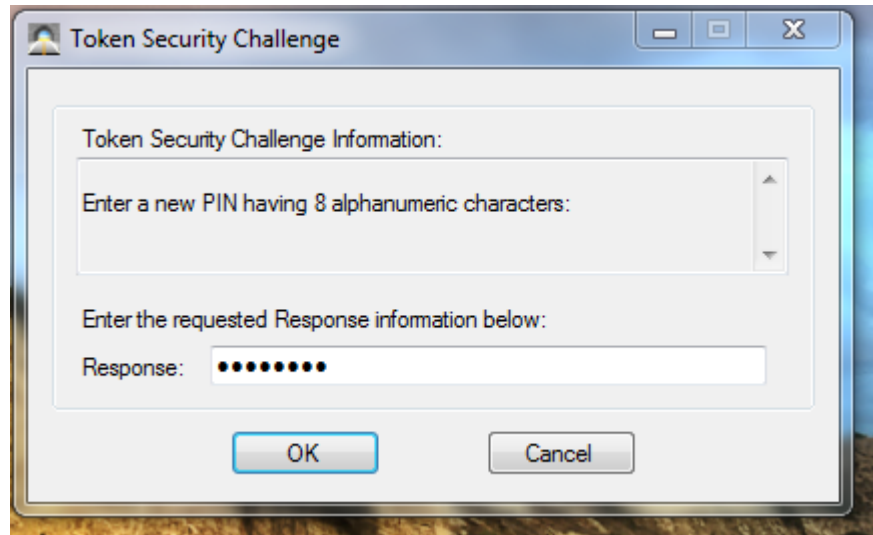   d. On the back side of the key is the serial number and expiration date.

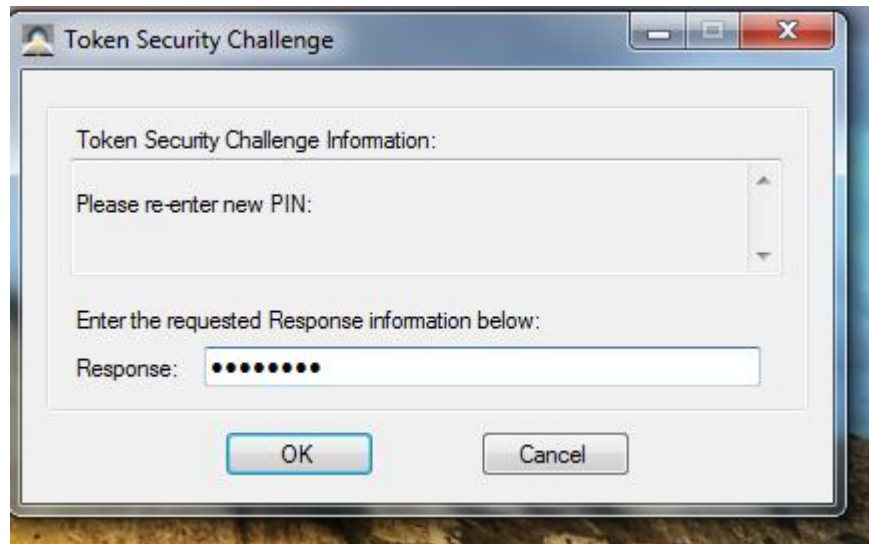   e. Enter the 6 digit code displayed on your SecurID key fob in the Token Field, Click Connect
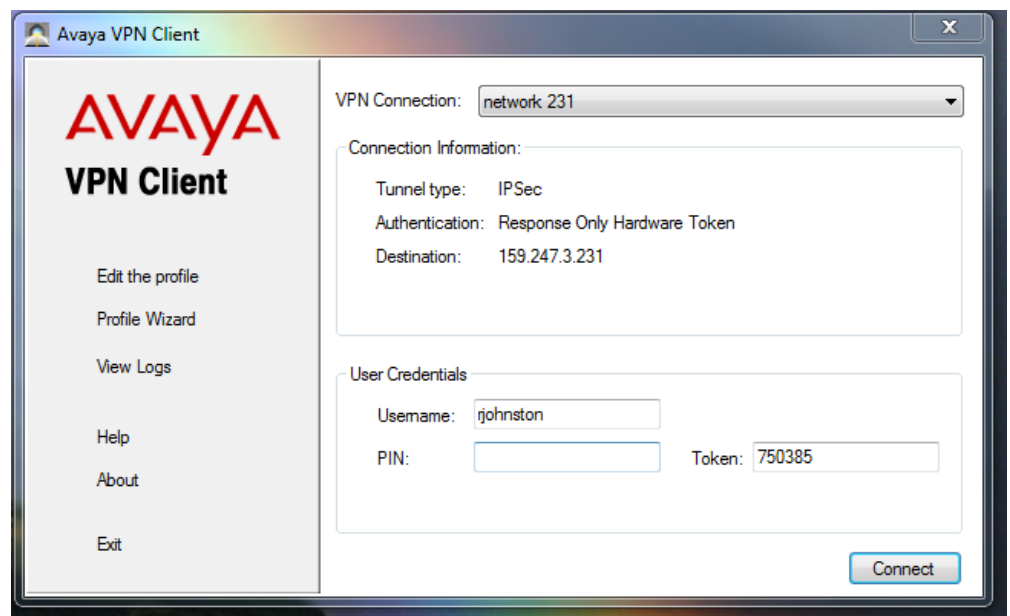
f. Enter an 8 digit alpha-numeric (0 thru 9 and A thru Z upper and lower case allowed) in the Response field. No special characters allowed.
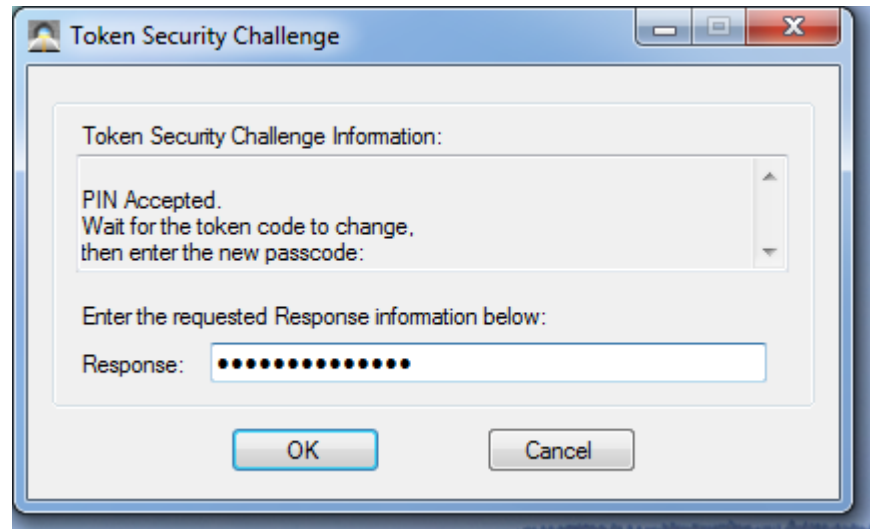**Note: <u>Must be exactly eight characters.</u>** Select OK.

g. Type in your newly created pin again to confirm it, click OK

h. Type your PIN in the Response field (for the third time) followed by the current 6 digit code displayed on your SecurID key fob (no spaces)
   (NOTE: Make sure the 6 digit code on your key FOB has changed from the first time you entered it)
   Click OK

i. You are now connected to VPN

j. Be sure to disconnect when you are not using VPN, as you are only allowed one connection at a time.

f. Next time you logon

    i. Enter your pin and Token as usual

    ii. Click connect button